

EXPEDITED APPLICATION/CERTIFICATION FORM FOR HOME OCCUPATION PERMITS (HOP)

Under the District of Columbia Master Business Licensing Program, you are required to obtain a Home Occupation Permit to conduct business from your home. This application, when properly completed and certified by you, will be approved if you certify that all of the following conditions are met. You must also certify that you have read and understand Sections 203.1 and 203.2 of the District of Columbia Zoning Regulations listed on this form. The one-time fee for this Home Occupation Permit is \$50.

Conditions for Expedited Home Occupation Permit Application

1. The home occupation is located in my primary residence.
2. No more than the larger of 25% of the floor area of the home or 250 sq. ft. will be used for the home occupation. 60% of floor area may be allowed for a home artist studio.
3. The operation of my business does not produce a level of noise that exceeds the level that is normally associated with a residential area or the District's noise regulations.
4. No more than one person who is not a resident of the home will be engaged or employed in my home.
5. No structural alterations are required or planned in order to conduct my business from my home that would make it difficult to return the home to residential use.
6. The business does not create visual or audible electrical interference in television or radio receivers outside of the home, nor does it produce noxious odors, vibrations, glare or fumes outside of the home.
7. No vehicular trips by customers are made to my home.
8. Operation of my business does not require the parking and storage of commercial vehicles.
9. No direct sale of products will be made from my home except by telephone.
10. I understand that only one sign is permitted which may not exceed one sq. ft., must be flush-mounted and may not be illuminated.
11. My profession is not licensed by the Department of Health.
12. No services for children such as tutoring or childcare are provided in my home.

Applicant's Full Name: _____ Phone: _____

Address of Home: _____

Type of home occupation: _____

I certify that the home identified above is my primary residence and that I have read and understand the applicable zoning regulations printed on page 2 of this form. I also certify that my home office complies with the conditions set forth above. I understand that if I knowingly and willfully provide false statements on this form, any license or permit issued hereunder may be revoked and that I may be subject to criminal penalties, including a fine of not more than \$1,000 or imprisonment for not more than 180 days, or both.

Date

Signature of Applicant

OFFICE USE ONLY

HOP #: _____

MBL # _____ Reviewed and Approved by: _____

Date: _____ Fee collected: _____

PLEASE SUBMIT ORIGINAL AND TWO COPIES OF THIS APPLICATION.

Department of Consumer and Regulatory Affairs
941 North Capitol Street, N.E., Washington D.C. 20002
District of Columbia Government (202) 442-4400

EHOP8.14.02

Page 1

OCCUPATIONS QUALIFYING FOR AN EXPEDITED HOME OCCUPATION PERMIT (HOP)

- Independent consultant, journalist and writer
- Dressmaking, sewing, and tailoring
- Photography, model making, rug weaving, lapidary work and other home crafts
- Typing, word processing, or computer programming services
- Business services, sales, or mail-order business
- Painting or other fine art occupations practiced in a home studio
- Telephone answering services, or telemarketing services
- Clergyman, scientist, inventor, or academic

NOTE: Any activity involving commercial food preparation is not considered a home occupation, and must be licensed by the Department of Health. If you are a health care or other professional licensed by the Department of Health, or if a proposed use does not comply with the conditions specified on this form, please obtain a HOP application from Room 2100. If you have any questions as to whether a home occupation permit is required for your home-based business, please call (202) 442-9464.

DISTRICT OF COLUMBIA ZONING REGULATIONS (DISTRICT OF COLUMBIA MUNICIPAL REGULATIONS, CHAPTER 11)

Section 203.1

The purpose of the home occupation provisions shall be to allow home occupations as accessory uses to residential uses; provided that they are compatible with the residential neighborhoods in which they are located. The intent is to protect residential areas from adverse effects of activities associated with home occupations, while permitting residents of the community the opportunity to use the home as a workplace and source of livelihood under specific regulatory conditions.

Section 203.2

A home occupation is a business, profession, or other economic activity conducted full-time or part-time in a dwelling unit, which serves as the principal residence of the practitioner of the home occupation.

CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS

Any person convicted of making false statements shall be fined not more than \$1,000 or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the District of Columbia government, under circumstances in which the statement could reasonably be expected to be relied upon as true. (D.C. Code §22-2405)

D.C. INSPECTOR GENERAL HOTLINE

If you are aware of corruption, fraud, waste, abuse, or mismanagement involving any D.C. government agency, official or program, contact the Office of the Inspector General (OIG) at the OIG Hotline, (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous. By law, government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties, or criminal prosecution in appropriate cases.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Department of Consumer and Regulatory Affairs
941 North Capitol Street, N.E., Washington D.C. 20002
District of Columbia Government (202) 442-4400